



**Office of the Vice President of
Finance and Administration**
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

January 30, 2026

TO: All University Departments

FROM: Dan Lucas
Vice President

SUBJECT: Fiscal Year-End Timetables Deadlines 2025-26

DocuSigned by:
Daniel Lucas
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As in previous years, this memorandum will serve the purpose of notifying the campus community about fiscal year- end deadlines. All of the University's funding sources are included. Due to the nature of Sponsored Research activity, exceptions will be made to established deadlines as necessary.

All requests must be submitted by the close of business (unless otherwise indicated) on the various dates listed below.

Facilities Planning & Construction – Friday, February 20, 2026:

Complete "Facilities Project Request Form" on MyUWF for projects to be completed during the summer. Click + on the right side of the screen to begin a new request.

Telecommunications - Friday, June 12, 2026:

Departmental charges for telephone services will be closed out.

Copy Services - Friday, June 12, 2026:

Charges for copy machines will be closed out.

Postal Services - Friday, June 12, 2026:

Departmental charges for postage will be closed out.

Facilities Maintenance - Thursday, June 18, 2026:

Departmental charges for work orders will be closed.

Procurement & Contracts:

Purchase Requisitions – Friday, February 20, 2026 and Friday, April 24, 2026:

KREQs and Purchase Requisitions with funding from General Revenue (110000) and Carry Forward (110001) should be submitted by Friday, April 24, 2026. If bidding is required (generally over \$150,000), please submit by February 20, 2026.

Foundation Office:

Monday, June 15, 2026:

- Journal entries must be submitted to the Foundation.

office 850.474.2210

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Year-End Deadlines 2025-26

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Controller's Office:

Tuesday, June 16, 2026:

- Petty Cash reimbursements must be submitted to Controller's Office.
- Direct Pay Requests must be submitted to Controller's Office.
- Requests for payment against Purchase Orders must be submitted to Controller's Office.
- Last day to process payroll history transfers for current year E&G funds.
- All receipt corrections and requests for revenue refunds must be received in Student Accounts and Cashiers.
- Invoices for external vendors generated via the UWF Invoicing System and changes to outstanding invoices must be received in Student Accounts and Cashiers.
- All accounts receivable entries entered by departments should be completed.

Thursday, June 18, 2026:

- Journal entries must be submitted to the Controller's Office.

Thursday, June 18, 2026:

- Travel Expense reports need to be approved by all approval levels in the approval flow and submitted to AP, without errors, by 5:00 pm on Thursday, June 18th to ensure review and approval by the Travel department. All Travel Expense reports fully approved by the Processor (Travel department) by 5:00 pm on Monday, June 29th will be posted in this year's budget. Any reports that are fully approved by the Processor after the 29th deadline will be posted against the new year budget.

Thursday, June 25, 2026:

- Last scheduled day to process accounts payable checks.

Monday, June 29, 2026:

- PCard Expense Reports *approved by all required approvers* in Concur as of June 29th "End of Business" (EOB), 5:00 PM (CT) will be charged to current fiscal year budget. PCard Expense Reports approved by all required approvers after June 29th will be charged to the FY26-27 budget.

Budget Office - 1:00 p.m., Tuesday, June 30, 2026:

All budget transfers for all funding sources except the Sponsored Research Trust (SRT) funds must be received.

Your cooperation in complying with these deadlines will assist in ensuring a successful year-end close and will be greatly appreciated.

cc: President Diaz
Vice Presidents
Deans